

AMENDED



Arnold Schwarzenegger, Governor  
Sunne Wright McPeak, Secretary, Business Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Deputy Commissioner  
Los Angeles  
Permanent — Full-time

The Department of Real Estate has several openings in its Los Angeles Enforcement Office for a Deputy Commissioner. These positions are permanent, full-time. The Department is located at 320 West 4<sup>th</sup> Street, Suite 350, in downtown Los Angeles.

Duties of the position include:

- Investigate consumer complaints against real estate agents, brokers and unlicensed individuals.
- Analyze evidence to determine if there has been a violation of law.
- Examine records obtained from various city, county, state and federal agencies.
- Take declarations from witnesses, complainants and respondents.
- Prepare detailed case analyses including all pertinent evidence; recommend appropriate action to be taken.
- Conduct broker office surveys to ascertain whether violations exist.
- Respond to telephone or in-person inquiries involving real estate matters.
- Testify at administrative hearings on behalf of the Department.
- Confer with and assist other government and law enforcement agencies.
- Utilize a PC to complete and track assignments.

Necessary qualifications:

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to write comprehensive reports.
- Ability to prepare and write detailed investigative correspondence and reports.
- Ability to interview and obtain written statements from complainants, respondents, and witnesses.
- Investigative experience and the ability to review, identify and evaluate issues present in complaints and apply the appropriate DRE laws, rules and regulations.
- Ability to cultivate effective working relationships with individuals in all levels of government and the public sector.
- Ability to multi-task and be able to work under pressure.
- Flexibility, patience and tact.

Desirable qualifications:

- Knowledge of California Real Estate Law is desired, but not required.
- Effective oral and written communication skills, including spelling, punctuation and grammar.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependable and reliable.
- Excellent attendance.
- Ability to lift up to 20 lbs. as necessary.

DC salary:

Range A	\$2774 – 3157	Range C	\$3609 – 4350
Range B	\$3232 - 3709	Range D	\$3964 - 4773

**Who may apply:** Current State employees at the Deputy Commissioner level, individuals with Deputy Commissioner list eligibility, or State employees transferable to the class. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus on your application and include a copy of your notice.**

<b>Submit Applications to:</b> Linda Luna, Personnel Services Department of Real Estate 2201 Broadway, P.O. Box 187000 Sacramento, CA 95818-7000 (916) 227-0802 or CALNET 498-0802	<b>For information on the position contact:</b> Phil Ihde, Managing Deputy Commissioner IV Los Angeles District Office (213) 576-6984 or CALNET 8-649-6984
<b>California Relay Service:</b> 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)	

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the SPB website at [www.spb.ca.gov](http://www.spb.ca.gov).

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.